

Smit Chacha

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Portfolio: www.smitchacha.com

Personal Abilities

Punctual and reliable person, can work under pressure, a good team player with good verbal and written communication skills.

Education

Sept 2005 - Jul 2008

London Metropolitan University - Bsc in Computer Visualization and Games

Sept 2002 – May 2005

Escola Dr. Antonio Carvalho Figueiredo (Portugal) - Information Technology Diploma (I.T.)

Work Experience

Sep 2014 – Feb 2015

Course Coordinator at Harrow International Business School

- Assisting courses
- Printing and scanning document
- Filing and general administrative duties

Mar 2010 - Current

Unemployed / Freelancer

- Registering Domain Names and Server FTP
- Installing Content Management System (WordPress)
- E-commerce and Data Entry
- Graphic Design
- SEO and Social Media
- Affiliate Marketing
- AdWords PPC

Jul 2009 - Feb 2010

Office Administrator at Oxford College of Management Studies

- Printing and scanning documents
- Building forms in Microsoft Word
- Answering phone calls and email correspondence
- Sending parcels and couriers
- Data entry CRM
- Answering student queries and printing student cards

Computer Skills

- Microsoft Office
- Adobe Photoshop
- Adobe Dreamweaver
- WordPress
- E-commerce
- SEO
- xHTML / CSS
- JavaScript / JQuery
- PHP/MySQL
- Google Analytics
- AdWords PPC
- Social Media
- Data Entry

Languages

- English
- Portuguese
- Gujarati
- Hindi